

RESOLUTION 23-07

A RESOLUTION OF THE CITY OF BELLEVIEW, FLORIDA PROVIDING FOR STAFFING FOR THE FISCAL YEAR 2023/2024; REAFFIRMING ITS POLICY REGARDING FILLING VACANCIES IN THE CITY WORKFORCE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Resolution 11-22 established minimum staffing levels which the City Commission found to be necessary for the orderly and proper conduct of the City's business and to rendering essential services to its citizens and the general public; and

WHEREAS, Resolution 11-22 established that any vacancy in the existing workforce of the City may be filled by replacing such existing employee through the City's current hiring policies; but that any increase in the workforce of any department of the City must be approved by the City Commission; and

WHEREAS, the City Commission annually reviews staffing requests and has determined the staffing levels, as set forth herein-below (Exhibit A), is necessary to provide the level of service for the citizens that is needed at this time; and

WHEREAS, the Department Heads have reviewed their work flow and processes resulting in no increase in employees for the 2023/2024 fiscal year; and

WHEREAS, the City Commission has established the policy that any increase to the current staffing levels, as set forth herein (Exhibit A), must be shown to be economically necessary and must be approved by the City Commission, but that vacancies may continue to be filled through the City's current hiring policies.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF BELLEVIEW, FLORIDA that the essential employees who are necessary for the orderly and proper conduct of the City's business and to rendering essential services to its citizens and the general public are as set forth in the following listing of essential employees (Exhibit A).

BE IT FURTHER RESOLVED BY THE CITY COMMISSION OF THE CITY OF BELLEVIEW, FLORIDA an increase to the City's workforce must be approved by the City Commission, but that vacancies in the existing workforce may be filled through the City's current hiring policies.

EXHIBIT A

Minimum Essential Employees *Fiscal Year 2023/2024*

Administration Department

City Administrator

Clerk's Office	1	Chief Administrative Official
Promotions	1	City Clerk
HR/Risk Management	1	Events and Promotions Manager
HR Assistant	1	HR/RM Manager
Total Administration	5	HR Administrative Assistant

Finance Department

Finance Director

Accounting, Audit Prep, System Manager	1	Department Head
Accounting, Cemetery Mgmt	1	Deputy Finance Director
Utility Billing Office	2	Accounting Staff
Customer Service	2	Utility Billing Staff
Total Finance	3	Customer Service Staff

9

Development Services

Development Services Director

Code Enforcement	1	Department Head
Planning / Zoning / Code	1	Zoning and Compliance Specialist
Building Department	1	Planning / Zoning/ Code Enforcement Specialist
Development Services	1	Permit & Licensing Specialist
Total Development Services	5	Development Services Technician

5

Information Technology

Information Technology Director

IT Support	1	Department Head
Total Information Technology Department	2	End User Support Technician

2

Police Department

Chief of Police

Administrative - Sworn	1	Department Head
Administrative - Support	2	1 - Lieutenant; 1 - Detective
Crossing Guard	2	1 - Sr Compliance Mgr; 1 Records Specialist
Sworn Officers	0.5	Seasonal Crossing Guard
Total Police Department	13	12 - LEO's; 1 - SRO: Bellevue Elementary

18.5

Public Works***Public Works Director / City Engineer***

Administrative

Administrative

Janitorial / Maintenance

- 1 Department Head
- 1 Exec Asst to PWD
- 1 GIS Asset and Mapping Specialist
- 1 Janitor / Custodian

Sewer Treatment Plant Division

Chief Water / Wastewater Plant Operator

Operator

- 1 Chief Operator
- 1 Sewer Treatment Plant Operator

Field Operations Division

Field Operations Supervisor

Fleet / Inventory Maintenance

Facilities / Ground Maintenance

Parks Services

Water / Sewer Field Techs

Maintenance Techs

- 1 Oversight of Field Operations
- 1 Mechanic / Inventory Technician
- 1 Facilities / Grounds Maintenance Technician
- 1 Parks Services Workers
- 6 Water / Sewer Field Technicians
- 4 Streets / Parks Maintenance Technicians

Total Public Works20**F/Y 2023 / 2024 Essential Employees**59.5

PASSED AND RESOLVED by the City Commission of the City of Belleview, Florida by a _____ vote, on this 5th day of September, 2023.

Christine K Dobkowski
Mayor/Commissioner

Attest:

Mariah Moody
City Clerk

CERTIFICATE OF POSTING

I HEREBY CERTIFY that a copy of the foregoing Resolution was posted and available for public review in the City's on-line agenda packet prior to the Commission meeting in accordance with City policy.

Mariah Moody
City Clerk